



COMDTINST 16477.5  
16 MAR 1994

COMMANDANT INSTRUCTION 16477.5

Subj: COAST GUARD QUALIFIED RECYCLING PROGRAM (QRP) POLICY

Ref: (a) Executive Order 12873 - Federal Acquisition, Recycling and Waste Prevention, of 20  
OCT 93

(b) 14 U.S.C. 641, as amended by, CG Authorization Act of 1992, P.L. 102-587, 106 Stat.  
5071

(c) Hazardous Waste Management Manual, COMDTINST M16478.1B

(d) Property Management Manual, COMDTINST M4500.5, Chapter 8

(e) Federal Property Management Regulations, 41 C.F.R. Parts 101-45 (NOTAL)

1. PURPOSE The purpose of this Instruction is to provide policy guidance for establishing a "Qualified Recycling Program" (QRP) and reporting requirements for recycling activities.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of Headquarters units shall ensure that the provisions of this Instruction and reference (a) are complied with throughout their areas of responsibility.
3. DISCUSSION.
  - a The objective of the Coast Guard's (CG) recycling program is to prevent pollution, reduce contribution to overcrowded landfills, conserve our finite supply of natural and fiscal resources, and minimize routine waste disposal costs by reducing waste, reusing resources, and procuring products made of recycled materials, as well as materials that are readily recyclable and therefore environmentally preferable.
  - b The QRP is an effort to take advantage of recent legislation, as outlined in reference (b). This legislation provides incentives for "installations" to meet the objectives of

## COMDTINST 16477.5

preventing pollution, reducing waste and conserving natural resources. The incentive is the return of proceeds from the sale of recyclable material to help support unit Morale, Welfare and Recreation (MWR) activities and to finance pollution abatement, energy conservation, and occupational safety and health projects.

- c Although the establishment of a QRP is optional, all units are required to recycle or participate in a community recycling program, to the maximum extent possible, regardless of whether or not they are a participating QRP facility.

### 4. DEFINITIONS.

- a Qualified Recycling Program (QRP). A QRP is a designated recycling program in which proceeds from the sale of recyclable materials are credited to the installation. The program incorporates concerted efforts to divert or recover recyclable materials from the installation's waste streams, as well as efforts to identify, segregate, and maintain or enhance the marketability of the diverted materials.
- b Installation. An installation is any unit or activity under the jurisdiction of the Commandant.
- c Recyclable Materials Recyclable materials are those products having no value other than their basic material content, but which can be altered through chemical or physical processes and are authorized for disposal in accordance with references (c) and (d). These materials include, but are not limited to, paper, glass, newspapers, plastics, cardboard and other packaging materials, aluminum and other scrap metal, food waste, and certain hazardous materials (see 7.d.) such as, used oil, spent Aid to Navigation (ATON) and motor vehicle batteries, and unused paints and solvents that are damaged or have expired shelf-life dates. NOTE: "Excess property" should be disposed of through General Service Administration (GSA) or Defense Reutilization and Marketing Office (DRMO) in accordance with reference (d), and is therefore not to be included in recyclable sales.
- d Proceeds. Proceeds are the monies collected from the sale of recyclable material.

## COMDTINST 16477.5

- e Direct Operating Costs. Operating costs includes purchase of equipment, maintenance, program operation and expansion, cost of civilian labor, training, publicity, and overhead for processing recyclable materials.
  - f Cost Avoidance/Savings. Any indirect or intangible savings resulting from diverting recyclable materials from the waste stream. This includes reductions in labor costs, hauling, treatment, permit fees and disposal fees.
5. ESTABLISHING A QRP. To be designated a QRP, a unit's commanding officer (CO) or officer-in-charge (OIC) must:
- a Designate a QRP manager/coordinator.
  - b Promulgate an instruction delineating the following requirements. A sample instruction is included as enclosure (1).
    - (1) Establish a system for maintaining fiscal accountability for all funds collected and distributed through the program. Sample forms are included in enclosures (2) and (3). Additional guidance may be obtained from references (d) and (e).
    - (2) Establish a system for recording and reporting all recyclables processed. Forms and samples are included as enclosures (4) through (7).
    - (3) Establish a committee to review the progress of the program and recommend the disposition of the proceeds.
  - c On completion of the above, submit the recycling instruction with a cover letter to COMDT (G-ECV-1B), requesting authorization to implement a QRP. This authorization is also the authority for FINCEN to collect and disburse the unit's recycling program funds.
6. QRP ELIGIBILITY
- a In general, units that dispose of their own solid waste (i.e., scrap, garbage or refuse) and recyclables are eligible to become a qualified recycling unit.
  - b Units which are tenant commands, or units whose solid waste/recyclables are processed by consolidating with the host command, must coordinate distribution of their portion of the recycling proceeds with the host command.

- c Residents of CG housing, which are collocated with a QRP facility, may contribute non-hazardous recyclable materials to the QRP. Residents of off-base housing may contribute non-hazardous recyclables to a QRP, where approved by the unit's commanding officer, and when not in conflict with local recycling programs.
- d Smaller QRPs are encouraged to pool their recyclable resources with larger QRPs to capitalize on bulk sales and enhance marketability. Most recycling facilities or brokers are interested in bulk product, and offer a better price when the materials are segregated, compacted or bound, and free of contaminants.
- e This policy is not intended to interfere with any existing CG NAF (non-appropriated funds) or GSA building recycling activities.

#### 7. SALE OF RECYCLABLE MATERIALS.

- a General. Any sale of recyclable materials by CG units shall be in accordance with reference (d). All materials sold must be recyclable materials from the operations of the QRP unit(s) and/or its CG tenants and be properly surveyed and authorized for disposal. Units may sell recyclable materials only if the sale is expected to result in proceeds or benefits (including cost avoidance) that equal or exceed the cost of operating expenses or disposal.
- b Sales greater than \$5,000. Sales with anticipated proceeds exceeding \$5,000 for any one sale (combining all the types of recyclable materials sold) will normally be conducted by the GSA Regional Office or through local DRMO. Prior agreement with GSA and DRMO should be made regarding appropriate administrative procedures for CG retention of sales proceeds.
- c Sales less than \$5,000. Limited sales can be conducted in accordance with references (d) and (e) by CG units using competitive "sealed bid" methods, provided the expected sale proceeds do not exceed \$5,000.
  - (1) Sealed Bid Sales - The selling unit shall advertise and solicit bids (preferably 3) for the sale of the recyclable materials. Bidders are required to submit sealed bids on items to be sold, after inspecting the material's condition. The selling unit chooses the bid most advantageous to the government and executes a sales contract.

- (a) "Term Sales" contracts are sealed bid transactions that cover a period not to exceed one year, and allow for a specified number of recyclable material pickups/deliveries, depending on generation frequency an estimated weight of the material during that period. The advantage to this type of sale contract is that it is a once a year contractual effort, with each pickup not to exceed \$5,000 as specified in the terms of the contract.
- (2) The sealed bid process is described as follows and can be used for individual sales contracts, or term sales contracts which would not exceed one year.
- (a) The sales offering shall be prepared using the Optional Form (OF) 15 poster, "Sale of Government Property" [Figure 1-1]. The OF-15 shall describe the property in commercial terms, fully and accurately (especially if the property contains hazardous material), including all defects, using the best information available. NOTE: In addition to the OF-15 offering, you may also telephone local recyclers and material purchasers to solicit their participation in the "sealed bid" process. By notifying them directly of the sale, you will increase your recyclables marketability.
  - (b) The OF-15 should include reference to the "General Sales Terms and Conditions" in Standard Form (SF) 114C, "Special Sealed Bid Conditions" SF-114C-1, and "Special Sealed Bid -Term Conditions" SF-114C-2 [Figures 1-2(a-e)]. The appropriate SF-114C forms should be posted at the sale site or selling office throughout the process.
  - (c) The OF-15 should require certified payment within 10 days of the bid award and property removal with 15 days of sale, where possible.
  - (d) Advertise the sale by posting the OF-15 in public buildings, nearby public bulletin boards, or by direct mailings to at least 3 prospective bidders, where possible. If the expected sales proceeds, minus any advertising cost, are estimated to exceed \$500, post at least one advertisement in the local newspaper circulated in the area where the property is located.

OPTIONAL FORM 15  
DECEMBER 1960  
GSA CIRCULAR NO. 226

**SALE**

**GOVERNMENT  
PROPERTY**

*Consisting of* .....

.....

.....

---

*By* .....

---

*Time and Date* .....

*at* .....

.....

*Inspection* .....

---

*For Additional Information Contact* .....

*at* .....

*Refer to Sale No.* .....

FIG 1-1

GPO : 1971 O - 446 - 334

SALE - GOVERNMENT PROPERTY  
FIG 1-1

DO NOT RETURN WITH BID

|  |                         |      |
|--|-------------------------|------|
| <b>SALE OF GOVERNMENT PROPERTY<br/>GENERAL SALE TERMS AND CONDITIONS</b> | INVITATION FOR BIDS NO. | PAGE |
|--|-------------------------|------|

**1. INSPECTION.**

The Bidder is invited, urged, and cautioned to inspect the property prior to submitting a bid. Property will be available for inspection at the places and times specified in the Invitation.

**2. CONDITION AND LOCATION OF PROPERTY.**

Unless otherwise provided in the Invitation, all property listed therein is offered for sale "as is" and "where is." Unless otherwise provided in the Invitation, the Government makes no warranty, express or implied, as to quantity, kind, character, quality, weight, size, or description of any of the property, or its fitness for any use or purpose. Except as provided in Conditions No. 12 and 14 or other special conditions of the Invitation, no request for adjustment in price or for rescission of the sale will be considered. *This is not a sale by sample.*

**3. CONSIDERATION OF BIDS.**

(a) Unless otherwise provided in the Invitation, telegraphic or telephonic bids will not be considered.

(b) The Bidder agrees that his bid will not be withdrawn within the period of time specified for the acceptance thereof following the opening of bids (60 calendar days if no period is specified by the Government or by the Bidder, but not less than 10 calendar days in any case) and that during such period his bid will remain firm and irrevocable. The Government reserves the right to reject any or all bids, including bids under which a Bidder would take unfair advantage of the Government or other Bidders, to waive any technical defects in bids, and unless otherwise specified by the Government or by the Bidder, to accept any one item or group of items in the bid, as may be in the best interest of the Government. Unless the Invitation otherwise provides, a bid covering any listed item must be submitted on the basis of the unit specified for that item and must cover the total number of units designated for that item.

**4. FORMS OF BID DEPOSITS AND PAYMENTS.**

Unless otherwise provided in the Invitation, bid deposits (when required by the Invitation) and payments shall be in U.S. currency or any form of credit instruments other than promissory notes, made payable on demand in U.S. currency. *Provided*, That uncertified personal or business checks must be first party instruments. *Provided further*, That if in connection with any prior sale, the Bidder or Purchaser tendered an uncertified personal or business check which was not paid by the drawee for any reason and the Bidder, Purchaser, and the Drawer of the check were so notified in writing by the selling agency, uncertified personal or business checks will not be an acceptable form of bid deposit or payment. Bids submitted after the effective date specified in the written notification referred to which are not accompanied by the property bid deposit will be summarily rejected.

**5. BID PRICE DETERMINATION.**

When bids are solicited on a unit price basis, Bidders will insert their unit prices and total prices in the space provided for each item.

(a) In the event the Bidder inserts a total price on the item but fails to insert a unit price, the Government will determine the unit price by dividing the total price by the quantity of the item set out in the Invitation. The unit price so determined shall be used for the purpose of bid evaluation, award, and all phases of contract administration.

(b) When bids are solicited on a "lot" basis, Bidders should submit a single total price in the Total Price Bid column of the bid sheet. Bidders should not make any entry in the Unit Price Bid column. In the event a Bidder submits a total bid price and also a unit bid price which are not identical, the unit bid price will not be considered.

**6. PAYMENT.**

The Purchaser agrees to pay for property awarded to him in accordance with the prices quoted in his bid. Subject to any adjustment made pursuant to other provisions of this contract, payment of the full purchase price, after applying the total bid deposit, if any, must be made within the time specified in the Invitation and prior to delivery of any of the property. If an adjustment is made requiring additional payment, such payment must be made immediately upon notice of such adjustment. In the absence of any debts owed to the selling agency, where the total sum becoming due to the Government from the Purchaser on a contract awarded to him under the Invitation is less than the total amount deposited with his bid, the difference will be promptly refunded and also, deposits accompanying bids which are not accepted will be promptly

refunded to the Bidder. No refund or demands will be made for any amount less than one dollar (\$1).

**7. TITLE.**

Unless otherwise provided in the Invitation, title to the property sold hereunder shall vest in the Purchaser as and when removal is effected. On all motor vehicles and motor-propelled or motor-drawn equipment requiring licensing by a State motor vehicle regulatory agency, a certificate of release, Standard Form 97, will be furnished for each vehicle and piece of equipment unless otherwise provided in the Invitation.

**8. DELIVERY, LOADING, AND REMOVAL OF PROPERTY.**

(a) Unless otherwise provided in the Invitation, the Purchaser shall be entitled to obtain the property upon full payment therefor with delivery being made only from the exact place where the property is located within the installation. The Purchaser must make all arrangements necessary for packing, removal, and transportation of property. The Government will not act as liaison in any fashion between the Purchaser and carrier, nor will the Government recommend a specific common carrier. Loading will only be performed as set forth in the Invitation, and unless otherwise provided in the Invitation, loading will not be performed on Saturdays, Sundays, Federal holidays, or any day that the installation where the property is located is closed. Where it is provided that the Government will load, the Government will make the initial placement of the property on conveyance(s) furnished by the Purchaser and the initial placement on the Purchaser's conveyance shall be as determined by the Government. Unless otherwise provided in the Invitation, the Government will not block, chock, brace, lash, band, or in any other manner secure the cargo on such conveyance(s) furnished by the Purchaser.

(b) Where it is provided in the Invitation that the Government will not load or that the Purchaser will load, the Purchaser will make all arrangements and perform all work necessary to effect removal of the property. The Purchaser shall remove the property at his expense within the period of time allowed in the Invitation. If the Contracting Officer determines that the failure to remove the property within the period of time originally allowed arose out of causes beyond the control and without the fault or negligence of the Purchaser, such determination shall be reduced to writing, and a reasonable extension of time for removal shall be allowed. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and severe weather. If the Purchaser is permitted to remove the property after the expiration of the time originally allowed for removal or any additional time allowed by the Contracting Officer pursuant to this clause, the Government, without limiting any other rights which it may have, may require the Purchaser to pay a reasonable storage charge. The Purchaser shall reimburse the Government for any damage to Government property caused during the removal operations by the Purchaser or his authorized representative.

(c) Items purchased under the Invitation will be released only to the Purchaser or his authorized representative. The authorized representative must furnish authorization from the Purchaser to the Custodian of the property location before any delivery or release will be made. When property is described as being boxed, packed, crated, skidded, or in containers, the Government does not warrant that the property, as packaged, is suitable for shipment.

(d) Segregation, culling, or selection of property for the purpose of effecting partial or increment removals will not be permitted except as specifically authorized and prescribed by the Government.

**9. DEFAULT.**

If, after the award, the Purchaser breaches the contract by failure to make payment within the time allowed by the contract as required by Condition No. 6, or by failure to remove the property as required by Condition No. 8, then the Government may send the Purchaser a 15-day written notice of default (calculated from date of mailing), and upon Purchaser's failure to cure such default within that period (or such further period as the Contracting Officer may allow) the Purchaser shall lose all right, title, and interest which he might otherwise have acquired in and to such property as to which a default has occurred. The Purchaser agrees that in the event he fails to pay for the property or remove the same within the prescribed period(s) of time, the Government shall be entitled to retain (or collect) as liquidated damages a sum equal to the greater of (a) 20 percent of the purchase price of the item(s) as to which the default has occurred, or (b) \$25, or the purchase price of such item(s) if the

purchase price is less than \$25. *Provided*, That in the event of multiple awards of items under a single Invitation for Bids, the amount to be charged, if the minimum charge provided for in (b) above is applicable, shall be determined by the total purchase price reflected in the award documents: *Provided further*, That the maximum sum which may be recovered by the Government as damages for failure of the Purchaser to remove and remove the property shall be the formula amount. The Contract shall specifically apprise the Purchaser, either in its original of default (or in separate subsequent written notice), that upon the expiration of the period prescribed for curing the default, the formula amount will be retained (or collected) by the Government as liquidated damages. However, if the property was sold on a "per lot" basis and the Purchaser removes a portion of the lot but fails to remove the balance, no portion of the purchase price will be refunded. If the Purchaser otherwise fails in the performance of his obligations, the Government may exercise such rights and may pursue such remedies as are provided by law or under the contract.

#### 10. SETOFF OF REFUNDS.

The Bidder or Purchaser agrees that the selling agency may use all or a portion of any bid deposit or refund due him to satisfy, in whole or in part, any debts arising out of prior transactions with the Government.

#### 11. INTEREST.

Notwithstanding any other provision of this contract, unless paid within 30 calendar days from the date of first written demand, all amounts that become payable by the Purchaser to the Government under this contract shall bear simple interest at the rate which has been established by the Secretary of the Treasury as provided in Section 12 of the Contract Disputes Act of 1978 (Public Law 95-563), from the date of first written demand until paid.

#### 12. ADJUSTMENT FOR VARIATION IN QUANTITY OR WEIGHT.

Unless otherwise provided in the Invitation, when property is sold by a unit other than "weight," the Government reserves the right to vary the quantity tendered or delivered to the Purchaser by 10 percent; when the property is sold by "weight," the Government reserves the right to vary the weight tendered or delivered to the Purchaser by 25 percent. The purchase price will be adjusted upward or downward in accordance with the unit price and on the basis of the quantity or weight actually delivered. Unless otherwise specifically provided in the Invitation, no adjustment for such variation will be made where property is sold on a "per lot" basis.

#### WEIGHING, SWITCHING, AND SPOTTING.

Where weighing is necessary to determine the exact purchase price, the Purchaser shall arrange for and pay all expenses of weighing the property (unless Government scales are available on the premises). All switching and spotting charges shall be paid by the Purchaser unless such services are performed with Government-owned or Government-operated locomotives on Government property. When removal is by truck, weighing shall be under the supervision of the Government and at its option on: (a) Government scales, (b) certified scales, or (c) other scales acceptable to both parties. When removal is by rail, weighing shall be on railroad track scales, or by other means acceptable to the railroad for freight purposes.

#### 14. RISK OF LOSS.

Unless otherwise provided in the Invitation, the Government will be responsible for the care and protection of the property subsequent to it being available for inspection and prior to its removal. Any loss, damage, or destruction occurring during such period will be adjusted by the Contracting Officer to the extent it was not caused directly or indirectly by the Purchaser, its agents, or employees. At the discretion of the Contracting Officer, the adjustment may consist of rescission. With respect to losses only, in the event the property is offered for sale by the "lot," no adjustment will be authorized under this provision unless the Government is notified of the loss prior to removal from the installation of any portion of the lot with respect to which the loss is claimed.

#### 15. LIMITATION ON GOVERNMENT'S LIABILITY.

Except for reasonable packing, loading, and transportation costs (such packing, loading, and transportation costs being recoverable only when a return of property at Government cost is specifically authorized in writing by the Contracting Officer) the measure of the Government's liability in any case where liability of the Government to the Purchaser has been established shall not exceed refund of such portion of the purchase price as the Government may have received.

#### 16. ORAL STATEMENTS AND MODIFICATIONS.

Any oral statement or representation by any representative of the Government, changing or supplementing the Invitation or contract or any condition thereof, is unauthorized and shall confer no right upon the Bidder or Purchaser. Further, no interpretation of any provision of the

contract, including applicable performance requirements, shall be binding on the Government unless furnished or agreed to, in writing, by the Contracting Officer or his designated representative.

#### 17. COVENANT AGAINST CONTINGENT FEES.

(a) The Purchaser warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the Government shall have the right to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of the contingent fee.

(b) "Bona fide agency," as used in this clause, means an established commercial or selling agency, maintained by a Purchaser for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds itself out as being able to obtain any Government contract or contracts through improper influence.

"Bona fide employee," as used in this clause, means a person, employed by Purchaser and subject to the Purchaser's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain Government contracts nor holds out as being able to obtain any Government contract or contracts through improper influence.

"Contingent fee," as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a Government contract.

"Improper influence," as used in this clause, means any influence that induces or tends to induce a Government employee or officer to give consideration or to act regarding a Government contract on any basis other than the merits of the matter.

#### 18. OFFICIALS NOT TO BENEFIT.

No member of or Delegate to Congress, or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit arising from it. However, this clause does not apply to this contract to the extent that this contract is made with a corporation for the corporation's general benefit.

#### 19. CERTIFICATE OF INDEPENDENT PRICE DETERMINATION.

(a) The Purchaser certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Purchaser or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the Purchaser, directly or indirectly, to any other Purchaser or competitor before bid opening (in the case of a formally advertised solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the Purchaser to include any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the Purchaser's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2)(i) Has been authorized, in writing, to act as agent for the principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(ii) As an authorized agent, does certify that the principals have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the Purchaser deletes or modifies subparagraph (a)(2) above, the Purchaser must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

#### 20. ASSIGNMENTS OF CONTRACTS.

Any contract awarded under the Invitation is subject to the provisions of 41 U.S.C. 15 which generally precludes assignment of such contract.

#### 21. CLAIMS LIABILITY.

The Bidder or Purchaser agrees to save the Government harmless from any and all actions, claims, debts, demands, judgments, liabilities, costs and attorneys' fees arising out of, claimed on account of, or in any manner predicated upon loss of or damage to property and injuries, illness or disabilities to or death of any and all persons whatsoever, including



members of the general public, or to the property of any legal or political entity including State, local and interstate bodies, in any manner caused by or contributed to by the Bidder or Purchaser, its agents, servants, employees, or any person subject to its control while in, upon or about the sale site and/or the site on which the property is located, or while the property is in the possession of or subject to the control of the Bidder or Purchaser, its agents, servants or employees after the property has been removed from Government control.

#### 22. WITHDRAWAL OF PROPERTY AFTER AWARD.

The Government reserves the right to withdraw for its use any or all of the property covered by this contract, if a bona fide requirement for the property develops or exists prior to actual removal of the property from Government control. In the event of a withdrawal under this condition, the Government shall be liable only for the refund of the contract price of the withdrawn property or such portion of the contract price as it may have received.

#### 23. ELIGIBILITY OF BIDDERS.

The Bidder warrants that he is not: (a) under 18 years of age; (b) an employee of an agency of the Federal Government (either as a civilian or as a member of the Armed Forces of the United States, including the United States Coast Guard, on active duty) prohibited by the regulations of that agency from purchasing property sold hereunder; (c) an agent or immediate member of the household of the employee in (b), above. For breach of this warranty, the Government shall have the right to annul this contract without liability.

#### 24. REQUIREMENTS TO COMPLY WITH APPLICABLE LAWS AND REGULATIONS.

It is the Bidder's responsibility to ascertain and comply with all applicable Federal, State, local, and multi-jurisdictional laws, ordinances, and regulations pertaining to the registration, licensing, handling, possession, transportation, transfer, export, processing, manufacture, sale, use or disposal of the property listed in the Invitation. Purchasers or users of this property are not excused from any violation of such laws or regulations either because the United States is a party to this sale or has had any interest in the property at any time.

#### 25. DEFINITIONS.

As used herein, the following terms shall have the meaning set forth below:

(a) "Telegraphic bid" and "telegraphic notice" include bids and notices by telegram or by mailgram.

(b) "Contracting Officer" means the person accepting the bid in whole or in part on behalf of the Government, and any other officer or civilian employee who is a properly designated Contracting Officer; and includes, except as otherwise provided in this contract, the authorized representative of a Contracting Officer acting within the limits of the representative's authority.

(c) A "small business concern" for the purpose of the sale of Government-owned property is a concern which can qualify under the small business classification criteria referenced in 13 CFR § 121.3-9.

DO NOT RETURN WITH BID

|   |                                |             |
|---|--------------------------------|-------------|
| <p><b>SALE OF GOVERNMENT PROPERTY<br/>SPECIAL SEALED BID CONDITIONS</b></p> | <p>INVITATION FOR BIDS NO.</p> | <p>PAGE</p> |
|---|--------------------------------|-------------|

**A. BID DEPOSITS.**

Where a bid deposit is required by the Invitation, all bids must be accompanied by such deposit in the amount of 20% of the total amount bid which must be in the possession of the Contracting Officer by the time set for bid opening. Bid deposits shall be in the form prescribed in Condition No. 4, General Sale Terms and Conditions (Standard Form 114C), Deposit Bond-Individual Invitation, Sale of Government Personal Property (Standard Form 150) properly executed or, when provided for in the Invitation, reference to an approved Deposit Bond-Annual, Sale of Government Personal Property (Standard Form 151) are acceptable in lieu of the form of deposit authorized in Condition No. 4, General Sale Terms and Conditions (Standard Form 114C). Any bid which is not timely supported by an acceptable bid deposit may be rejected as non-responsive. Any bid deposit received after bid opening will be considered in the same manner as late bids.

**B. MODIFICATION OR WITHDRAWAL OF BIDS.**

Bids may be modified or withdrawn by written or telegraphic notice and a bid also may be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid. Where a bid deposit is required by the Invitation, any modification which increases the amount of a bid already submitted or which submits bids on items not previously bid upon must provide for an increased bid deposit.

**C. CONSIDERATION OF LATE BIDS, MODIFICATIONS, OR WITHDRAWALS.**

Bids and modifications or withdrawals thereof, must be in the possession of the Contracting Officer by the time set for bid opening. Any bid, modification, or withdrawal received after the time set for bid opening will not be considered unless received by the Contracting Officer prior to award, was mailed (or telegraphed where authorized) and in fact delivered to the address specified in the Invitation for Bids in sufficient time to have been received by the Contracting Officer by the time and date set forth in the Invitation for the bid opening, and, except for delay attributable to personnel of the sales office or their designees, would have been received on time. In no event will hand-carried bids or withdrawals be considered if delivered to the Contracting Officer after the exact time and date set for bid opening. However, a modification which makes the terms of the otherwise successful bid more favorable to the Government will be considered at any time it is received prior to award and may be accepted.

**D. AWARD OF CONTRACT.**

The contract will be awarded to that responsible Bidder whose bid conforming to the Invitation will be most advantageous to the Government, price and other factors considered. A written award mailed (or otherwise furnished) to the successful Bidder within the time for acceptance provided in the Invitation shall be deemed to result in a binding contract without any further action by either party.

DO NOT RETURN WITH BID

|   |                         |      |
|---|-------------------------|------|
| <b>SALE OF GOVERNMENT PROPERTY<br/>SPECIAL SEALED BID—TERM CONDITIONS</b> | INVITATION FOR BIDS NO. | PAGE |
|---|-------------------------|------|

**A. BID DEPOSITS.**

All bids must be accompanied by a bid deposit which must be in the possession of the Contracting Officer by the time set for bid opening. Bid deposits shall be in the form prescribed in Condition No. 4, General Sale Terms and Conditions (Standard Form 114C). Unless otherwise provided in the Invitation, a bid deposit of 20% of the estimated total contract price is required on sales not exceeding one year; sales exceeding one year's duration will require a bid deposit computed at 20% of the total price estimated for one year's removal of property. Deposit Bond-Individual Invitation, Sale of Government Personal Property (Standard Form 150), or Deposit Bond-Annual, Sale of Government Personal Property (Standard Form 151) are NOT acceptable as bid deposits. In accordance with Condition No. 6 of the General Sale Terms and Conditions entitled "Payment" (Standard Form 114C), the 20% bid deposit submitted by the Purchaser will be retained by the Government and applied against the last delivery effected under the contract. At the option of the successful bidder, a Performance Bond (Standard Form 25) may be substituted by the successful bidder for his bid deposit at any time after notification of award of the contract. Any bid which is not timely supported by a proper bid deposit may be rejected as non-responsive. Any bid deposit received after bid opening will be considered in the same manner as late bids.

**B. MODIFICATION OR WITHDRAWAL OF BIDS.**

Bids may be modified or withdrawn by written or telegraphic notice and a bid also may be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid. Any bid modification which increases the amount of a bid already submitted or which submits bids on items not previously bid on must provide for an increased bid deposit.

**C. CONSIDERATION OF LATE BIDS, MODIFICATIONS, OR WITHDRAWALS.**

Bids and modifications or withdrawals thereof, must be in the possession of the Contracting Officer by the time set for bid opening. Any bid, modification, or withdrawal received after the time set for bid opening will not be considered unless received by the Contracting Officer prior to award, was mailed (or telegraphed where authorized) and in fact delivered to the address specified in the Invitation for Bids in sufficient time to have been received by the Contracting Officer by the time and date set forth in the

Invitation for the bid opening, and, except for delay attributable to personnel of the sales office or their designees, would have been received on time. In no event will hand-carried bids or withdrawals be considered if delivered to the Contracting Officer after the exact time and date set for bid opening. However, a modification which makes the terms of the otherwise successful bid more favorable to the Government will be considered at any time it is received prior to award and may be accepted.

**D. ADJUSTMENT FOR VARIATION IN QUANTITY OR WEIGHT.**

Condition No. 12, General Sale Terms and Conditions (Standard Form 114C) is modified to authorize the Government to vary the quantity or weight delivered by 50% from the quantity or weight listed in the Invitation.

**E. TERMINATION.**

Unless otherwise provided in the Invitation, this contract may be terminated by either party without cost to the Government upon 30 days' written notice to the other, to be calculated from the date the notice is mailed.

**F. FAILURE TO PERFORM.**

In the event the Purchaser fails to make payment as required by Condition No. 6, General Sale Terms and Conditions (Standard Form 114C), or fails to remove the property as required by Condition No. 8, General Sale Terms and Conditions, and fails to cure the default within the time allowed by the notice given in accordance with Condition No. 9, General Sale Terms and Conditions, the Purchaser will lose all right, title and interest which he might otherwise have acquired in and to the property as to which the default occurred and said Condition No. 9, is modified to provide that the Government shall be entitled to retain or collect as liquidated damages a sum equal to 20% of the contract price for the quantity estimated to be generated within a 30-day period.

**G. AWARD OF CONTRACT.**

The contract will be awarded to that responsible Bidder whose bid conforming to the Invitation will be most advantageous to the Government, price and other factors considered. A written award mailed (or otherwise furnished) to the successful Bidder within the time for acceptance provided in the Invitation shall be deemed to result in a binding contract without any further action by either party.

COMDDINST 16477.5

FIG 1-3

| SALES SLIP  |             | NO. 1049971               |      |
|---|-------------|---------------------------|------|
| SALE OF GOVERNMENT PERSONAL PROPERTY                              |             | DATE OF SALE              |      |
| SELLING AGENCY  |             | DATE OF SALE              |      |
| BUYER'S NAME AND ADDRESS  |             | SALE NO.                  |      |
|   |             | REGISTRATION NO. (If any) |      |
| ALL PROPERTY LISTED BELOW MUST BE PAID FOR IN FULL AND REMOVED BY |             |                           | DATE |
| ITEM OR LOT NO.   | DESCRIPTION | PRICE                     |      |
|   |             |                           |      |
|   |             |                           |      |
|   |             |                           |      |
|   |             |                           |      |
|   |             |                           |      |
| REIMBURSABLE ACCOUNT NO. (If any)                                 |             | TOTAL AMOUNT              |      |
| BY (Signature)  |             | PAID ON DATE OF SALE      |      |
| BY (Signature and date)   |             | BALANCE DUE               |      |

**NOTICE TO BUYER**

This copy is to be retained by the buyer. When full payment is made, this copy will be so marked. An additional copy will be issued to the property custodian authorizing release of the property. Sign the release copy when the property is received. Please note the deadline date for final payment and removal of property indicated above. This sales slip is accepted subject to the General Sale Terms and Conditions of SF 114-C, a copy of which is on file and will be made available upon request.

1. BUYER'S COPY

5047 100

OPTIONAL FORM 10  
DECEMBER 1960  
(224 Circular No. 214)

| SALES SLIP  |             | NO. 1049971               |      |
|---|-------------|---------------------------|------|
| SALE OF GOVERNMENT PERSONAL PROPERTY                              |             | DATE OF SALE              |      |
| SELLING AGENCY  |             | DATE OF SALE              |      |
| BUYER'S NAME AND ADDRESS  |             | SALE NO.                  |      |
|   |             | REGISTRATION NO. (If any) |      |
| ALL PROPERTY LISTED BELOW MUST BE PAID FOR IN FULL AND REMOVED BY |             |                           | DATE |
| ITEM OR LOT NO.   | DESCRIPTION | PRICE                     |      |
|   |             |                           |      |
|   |             |                           |      |
|   |             |                           |      |
|   |             |                           |      |
|   |             |                           |      |
| REIMBURSABLE ACCOUNT NO. (If any)                                 |             | TOTAL AMOUNT              |      |
| BY (Signature)  |             | PAID ON DATE OF SALE      |      |
| BY (Signature and date)   |             | BALANCE DUE               |      |

ACKNOWLEDGE RECEIPT OF THE PROPERTY DESCRIBED ABOVE

\_\_\_\_\_  
(Signature of Buyer or Authorized Representative)

\_\_\_\_\_  
(Date)

2.

OPTIONAL FORM 10  
DECEMBER 1960  
(224 Circular No. 214)

Sales Slip  
FIG 1-3

- (e) Inspection Periods. An inspection period (1 to 5 days) should be included on the OF-15.
- (f) Establish upset prices (minimal accepted bid) prior to sale. Normally, bids below the upset price will not be considered unless justified. Upset prices are confidential and must not be made known to prospective bidders.
- (g) To determine high bidders, prepare a complete abstract to include all bidders names and bid prices by item number. The following dated and signed statement shall appear on all bid abstracts:

*"I certify that I have personally opened and read all bids received, verified all entries on this abstract from those bids and find it correct."*

- (h) Prepare a sales contract, OF-16, "Sale of Government Personal Property," [Figure 1-3] for each line item or lot sold. Use this form as the notice of award (invoice), check receipt, permanent account record, and property release document. Successful bidders may be given notice of award via telephone or mail.
  - (i) Proceeds from sales shall be managed IAW paragraph 8 below, Management of Proceeds from Recycled Materials.
  - (j) Results of sale. Forward the results of the sale to the appropriate GSA Regional Sales Office with 10 working days.
- d Sale of Property Containing Hazardous Materials. There are risks inherent in selling hazardous materials (HAZMAT) to recyclers. For example, the CG is currently paying to clean-up and restore sites formerly run by recyclers who did not follow required procedures or good business practices. Prior to contracting for HAZMAT recycling, unit personnel should contact their servicing CEU and/or MLC to determine what qualifications a HAZMAT recycler must meet in your state/county. Appropriate procedures should be taken in accordance with state and federal regulations to ensure proper transportation and packaging of the HAZMAT.

COMDTINST 16477.5

In addition, all contracts that include the sale of property containing hazardous materials shall include: The purchaser agrees:

- (a) That the material purchased from Coast Guard will be properly transported, recycled, reused or disposed of in accordance with all applicable laws and regulations;
  - (b) To notify the Coast Guard if the materials are sold or transferred to another agent/brokerage company; and
  - (c) To allow Coast Guard officials to inspect their recycling (and/or disposal) operations.
- e Donating to Local, Municipal, or Other Recycling Programs: Where collected materials cannot be sold to a recycling contractor/broker, a CG unit should investigate a method to donate the recyclable material to a local community, nearest DRMO, or GSA recycling program, IAW reference (d). This practice will result in increased recyclable stock for the local community, as well as a disposal savings or cost avoidance to the CG.

8. MANAGEMENT OF PROCEEDS FROM RECYCLED MATERIALS.

- a General. The proper management of the proceeds of a QRP is the responsibility of the unit. While FINCEN may handle the accounting, including the receipts and disbursements of the recycling proceeds, it is done at the direction of the unit's commanding officer/officer-in-charge. The unit must provide explicit instructions for the distribution of any recycling proceeds.
- b Receipts. Proceeds\* from the sale of recyclable material of a QRP shall be remitted to the following FINCEN lockbox, using this address,

**U.S COAST GUARD-OTHERS  
P. O. BOX 7777-W8595  
PHILADELPHIA, PA 19175-8595**

with a transmittal letter enclosure (5) and public voucher enclosure. (6) \*NOTE: If in the unusual event that the entire proceeds benefit your Morale Fund, the check should be deposited locally into the unit Morale Account. Do not send this check to the Lockbox, but maintain records of all deposits for reporting purposes.

- c Methods of Deposits. The lockbox will accept certified or cashier's checks and money orders only, made payable to the "US COAST GUARD," and delivered via regular mail  
**Note:** Cash should be converted to money orders. (no overnight, express or courier deliveries).

**9. DISTRIBUTION OF PROCEEDS.**

- a Proceeds from the sale of recyclable materials shall first be credited to the unit's OE/AFC account in amounts sufficient to cover the operating costs of the recycling program as defined in paragraph 4.e. If, after funds are credited to cover the operating costs, a balance remains available, not more than 50 percent of that balance **may** be credited to the unit's OE/AFC account and used for pollution prevention, energy conservation and/or occupational safety and health activities. The remaining balance shall be credited to the unit's non-appropriated morale, welfare and recreation (MWR) account, as allocated in enclosure (5).
- b Within the guidance provided in paragraph 9.a., the unit's commanding officer/officer-in-charge will determine the amount of the proceeds to be transferred to the authorized accounts or projects.
- c At the end of the fiscal year, that portion of the balance available to the unit exceeding \$200,000, if any, shall be deposited in the general fund (Miscellaneous Receipts) of the Treasury.

**10. POINTS OF CONTACT.** For additional information or guidance, contact the following program offices:

|                           |   |                   |              |
|---------------------------|---|-------------------|--------------|
| Financial Management      | - | COMDT (G-CFM-1),  | 202-267-1108 |
| Property Management       | - | COMDT (G-CFM-3),  | 202-267-0654 |
| Recycling Programs/Policy | - | COMDT (G-ECV-1B), | 202-267-1941 |
| FINCEN Procedures -       | - | FINCEN (OG),      | 804-523-6764 |

**11. REPORTS/FORMS: RECORDKEEPING AND REPORTING REQUIREMENTS.**

- a All CG recycling activities (both QRP and non-QRP) shall maintain records of recycled materials collected, cost savings (cost avoidance), and revenues received (QRP only) from the QRP sales. This information includes documentation of all sales notices bids, contracts, donations, and disposition of proceeds. Report data will be used to measure the CG's recycling program progress, demonstrate financial accountability and develop the DOT report to Congress.

COMDTINST 16477.5

- b Beginning FY95, units must submit an annual report to their respective District Office, NLT 30 June of each year, detailing the unit's recycling progress. Headquarters units shall submit reports to directly to COMDT (G-ECV-1). Enclosure (7) contains a report form (RCN 16477-01) based on current reporting needs, i.e. reporting period is 1 July to 30 June.
- c Since non-QRPs do not receive proceeds from sales, financial records are not required. However, non-QRPs shall maintain and report estimated weights of materials recycled, and the savings or cost avoidance (e.g. reduced municipal waste disposal cost or tipping fees) using form found in enclosure (7).
- d Each District shall designate a recycling coordinator who will compile their District unit recycling reports and forward a consolidated report, with the District Recycling Coordinator's name and telephone number, to COMDT (G-ECV-1) NLT 15 July each year. COMDT (G-ECV) will prepare the annual CG report required by DOT, EPA and Congress.

12. FORMS AVAILABILITY. Form CG-5579, Public Voucher for Recycling Refunds, Form CG-5559A, QRP and Non QRP Annual Report Form, Optional Form OF-15, Sale of Government Property, and Stanat Form SF-114C General Sales Terms and Conitions series may be locally produced.

R. E. Kramek  
ROBERT E. KRAMEK  
Chief of Staff

- Encl: (1) Sample: Unit Instruction for Recycling Program  
(2) Sample: Summary of Sale (3 Part Form)  
(3) Sample: Bill of Sale  
(4) Sample: Record (Monthly or Quarterly)  
(5) Sample: QRP Transmittal Letter  
(6) Public Voucher for Recycling Refunds (CG-5579)  
(7) QRP and Non-QRP Annual Report Form (CG-5579A)



SAMPLE

Commanding Officer ( )  
1 Coast Guard Boulevard  
Landfill, P1 12345-6789  
Telephone: (987) 654-3210  
UNIT INST XXXXX

QUALIFIED RECYCLING PROGRAM (QRP) UNIT INSTRUCTION XXXXX

Subj: UNIT QUALIFIED RECYCLING PROGRAM (QRP)

Ref: (a)Coast Guard Authorization Act of 1992 (P.L. 102-587)  
(b)COMDTINST 16477.5 - Coast Guard Qualified Recycling Program (QRP) Policy

1. PURPOSE. The purpose of this instruction is to establish procedures to ensure the sale of recyclable materials to commercial businesses for recycling are conducted in accordance with government regulations and with appropriate internal controls.
2. DIRECTIVE AFFECTED. None.
3. DISCUSSION. Reference (a) authorized Coast Guard (CG) units to retain the proceeds from sales of recyclable materials to be applied to specified unit projects and programs. The CG "Qualified Recycling Program," (QRP) allows the Recycling Unit to sell recyclable material directly to commercial businesses. The funds collected must first be used to cover the operating expenses of the recycling program. Not more than 50% of the balance remaining may be used for pollution prevention, energy conservation, or occupational health and safety activities, not to exceed 50% of the cost of a minor AC&I project. The balance remaining may be used for the unit's Morale, Welfare and Recreation program.
4. POLICIES.
  - a All sales of recyclable material will be conducted in accordance with references (a) and (b) to ensure full and open competition. Sale transactions will be fully documented to ensure that compliance with references (a) and (b) are verifiable.
  - b All sales will be recorded and tracked to ensure proper collection and deposit of the funds owed the government, and to document waste stream recoveries.

ENCL. (1) TO COMDTINST 16477.5 4.

- c Proceeds from the sale of materials will be remitted to the FINCEN's lockbox for credit to the unit's OE/AFC account for payment of QRP operational expenses, used to support pollution prevention, energy conservation, health and safety programs, or refunded to the unit's Morale, Welfare, and Recreation, (MWR) account after QRP operating expenses are paid IAW references (a) and (b).
- d All recyclable materials sold must be legitimate waste from the operations of the unit and its tenants or materials properly surveyed and authorized for disposal.

5. PROCEDURES:

- a Recycling Manager/Coordinator shall:
  - (1) Accumulate recyclable materials.
  - (2) Complete the OF-15, Sale of government Property, to initiate a sale of the items specified. Copies of surveys or other required disposal authorization must be filed with the unit's copy of the OF-15.
  - (3) Assign personnel to the duties of Government Sales Clerk, and, if necessary, Accounts Receivable Clerk. These duties are never to be assigned to the same person.
  - (4) Conduct an annual audit each May of the sale files to ensure compliance with documentation and competitive requirements of this instruction. The audit will include a review of all sale files and a memo report to the Commanding Officer.
  - (5) If cash transactions have occurred, arrange for a Commissioned Officer to audit the cash receipts and accounts receivable records semiannually, in March and September, to verify that all cash has been promptly collected, converted to money order, and properly remitted to the FINCEN lockbox, IAW reference (b). A memo report shall be issued to the Commanding Officer.
  - (6) Submit annual report summarizing quantity (in lbs.) of recyclable materials collected, proceeds received, and cost savings realized to your District Recycling Coordinator IAW reference (b). [See enclosure (7) of reference (b) for sample form.]

**S A M P L E**

**SAMPLE**

**b The individual assigned to conduct the sale shall:**

- (1) Establish and maintain a list of qualified recyclers and brokers. Update this list as new companies enter the business and history is developed on buyer's service quality and payment records. Units should coordinate with CEU/MLCs to ensure that the HAZMAT recyclers meet federal/state qualifications.
- (2) Obtain a minimum of 3 quotes (where possible) from independent buyers on sales of materials. No buyer shall be awarded a sale if they have an outstanding balance in accounts receivable.
- (3) Create a file to document each sale. The file shall be composed of:
  - Optional Form 15, Sale of Government Property, Standard Form 114C, and copies of any announcements.
  - Standard Form 114C, Sale of Government Property- General Sales Terms and Conditions.
  - Optional Form 16, Sale of Government Personal Property.
  - Surveys and documentation to support the status of the material.

**c The individual assigned to receipt for funds shall:**

- (1) Add the following information to the file: - Copy of the buyer's check and scale weight certificates. - Dunning letters and logs of all phone conversations to make collections. - Copy of the transmittal letter to FINCEN lockbox for the check/cash received. - Copy of the FINCEN's Public Voucher refunding proceeds to the MWR account.
- (2) Maintain files to manage the accounts receivable and ensure collection of sale proceeds. The file shall be composed of: - A consolidated list of all sales for the year clearly indicating those which are outstanding those which have been paid, and those which have been receipted for by MWR.

**SAMPLE**

ENCL. (1) TO COMDTINST 16477.5 5.

d The Morale Officer shall:

- (1) Provide a receipt to the Recycling Manager/ Coordinator for all funds remitted to MWR.
- (2) Deposit all receipts in the unit MWR bank account.

ACTION. Recycling Manager/Coordinator, Morale Officer and any unit's member involved in the QRP shall ensure compliance with this instruction.

**S A M P L E**

**RECYCLING UNIT  
SUMMARY OF SALE OF RECYCLABLE MATERIALS (PART 1)**

RECYCLING MANAGER

**I. Specify items and disposal authority. Estimate value of sale.**

| TYPE MATERIAL/ITEM | ESTIMATED<br>LBS. | ESTIMATED<br>VALUE |
|--------------------|-------------------|--------------------|
| 1. _____           | _____ lbs         | \$ _____           |
| 2. _____           | _____ lbs         | \$ _____           |
| 3. _____           | _____ lbs         | \$ _____           |
| 4. _____           | _____ lbs         | \$ _____           |
| 5. _____           | _____ lbs         | \$ _____           |
| 6. _____           | _____ lbs         | \$ _____           |
| Total:             | _____ lbs         | \$ _____           |

DISPOSAL AUTHORITY: (Circle One)

(Attach copy of surveys/documents)

ITEM

- |                     |        |              |
|---------------------|--------|--------------|
| 1. Industrial Scra  | Survey | Other: _____ |
| 2. Industrial Scrap | Survey | Other: _____ |
| 3. Industrial Scrap | Survey | Other: _____ |
| 4. Industrial Scrap | Survey | Other: _____ |
| 5. Industrial Scrap | Survey | Other: _____ |
| 6. Industrial Scrap | Survey | Other: _____ |

**SAMPLE FORM**

Encl. (2) to COMDTINST 16477.5

**RECYCLING UNIT**

**SUMMARY OF SALE OF RECYCLABLE MATERIALS (PART II)**

COMPTROLLER DIVISION - GOVERNMENT SALES CLERK

II. Conduct Sale:

DATE \_\_\_\_\_ LESS THAN \$5000 OBTAIN THREE (3) BIDS,  
WHERE POSSIBLE

GREATER THAN \$5000, SELL THROUGH GSA or  
DRMO

SOLICIT BIDS:

| COMPANY NAME | ITEM: | PRICE/LB |       |       |
|--------------|-------|----------|-------|-------|
|              |       | 1        | 2     | 3     |
| _____        | _____ | _____    | _____ | _____ |
| _____        | _____ | _____    | _____ | _____ |
| _____        | _____ | _____    | _____ | _____ |

Awarded to: \_\_\_\_\_

Buyer has no unpaid items in accounts receivable.

Initials of Accounts Receivable Clerk: \_\_\_\_\_

BASIS FOR FAIR AND REASONABLE PRICE: (if less than 3 bids)

\_\_\_ Experience with prior sale - Date: \_\_\_\_\_

\_\_\_ Compare with published prices - Source: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_  
Date Filed

Bill of Sale \_\_\_\_\_

Buyer sale Documents \_\_\_\_\_

**SAMPLE FORM**

**RECYCLING UNIT**

**SUMMARY OF SALE OF RECYCLABLE MATERIALS (PART III)**

COMPTROLLER DIVISION - ACCOUNTS RECEIVABLE CLERK

**III. Make accounting entries and manage collections**

DATE

ENTER IN ACCTS

RECEIVABLE FILE: \_\_\_\_\_

POSTED IN LUFS: \_\_\_\_\_

DUNNING LETTERS

OR CALLS: \_\_\_\_\_ Person contacted: \_\_\_\_\_

\_\_\_\_\_ Person contacted: \_\_\_\_\_

\_\_\_\_\_ Person contacted: \_\_\_\_\_

CHECK/CASH REC'D \_\_\_\_\_ Amt: \_\_\_\_\_

SCALE TICKETS: \_\_\_\_\_

CHECK MAILED:

TO FINCEN LOCKBOX: \_\_\_\_\_

PES REPORT: \_\_\_\_\_

**SAMPLE FORM**

U.S. COAST GUARD  
RECYCLING UNIT

**BILL OF SALE FOR RECYCLABLE MATERIALS**

Sale Number: \_\_\_\_\_

| ITEM       | QTY | UNIT | \$/UNIT | TOTAL |
|------------|-----|------|---------|-------|
|            |     |      |         |       |
|            |     |      |         |       |
|            |     |      |         |       |
|            |     |      |         |       |
|            |     |      |         |       |
|            |     |      |         |       |
|            |     |      |         |       |
|            |     |      |         |       |
|            |     |      |         |       |
| TOTAL SALE |     |      |         | _____ |

Terms:

Payment is due 10 days from date of sale. No discounts apply.

Scale tickets must be submitted with remittance. Above prices include pick up and weighing.

The seller will provide labor and equipment to place the material on the buyer's vehicle. The buyer is responsible for directing of the loading and is solely responsible for the material and sell damages after it is loaded.

Authorized Seller: \_\_\_\_\_ Date: \_\_\_\_\_  
Contracting Officer, U.S. Coast Guard

Agreement with above stated terms and conditions:

Buyer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Remit payment to: Your Unit Address

(e.g.) **COMMANDING OFFICER (XXXXX)  
123 COAST GUARD BLVD  
LANDFILL, PU 12345-6789**

Reminders:

1. Enclose scale tickets with your payment.
2. Please write the Sale Number on your check or enclose a copy of this Bill of Sale.

**S A M P L E F O R M**



QUALIFIED RECYCLING UNIT

MONTHLY OR QUARTERLY RECORD

|                    | <b>TOTAL</b> | <b>SALE</b> |  |
|--------------------|--------------|-------------|--|
| TYPE MATERIAL/ITEM | LBS.         | VALUE       |  |
| 1. _____           | ____ lbs     | \$ ____     |  |
| 2. _____           | ____ lbs     | \$ ____     |  |
| 3. _____           | ____ lbs     | \$ ____     |  |
| 4. _____           | ____ lbs     | \$ ____     |  |
| 5. _____           | ____ lbs     | \$ ____     |  |
| 6. _____           | ____ lbs     | \$ ____     |  |
| 7. _____           | ____ lbs     | \$ ____     |  |

UNIT RECYCLING OPERATIONAL EXPENSES (Direct Cost)

Storage \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_

Energy \$ \_\_\_\_\_

Personnel \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

SAVINGS or COST AVOIDANCE \$ \_\_\_\_\_  
(i.e. Reduced waste disposal cost)

**S A M P L E F O R M**

**QUALIFIED RECYCLING PROGRAM**

**TRANSMITTAL LETTER # \_\_\_\_\_ for**

**(OPFAC-SER-FY)**

1. \$ \_\_\_\_\_ was collected from \_\_\_\_\_ for Quality Recycling Program (QRP). (Unit Name)

2. Please fill in the appropriate items for disposition:

a. \_\_\_\_ \$ \_\_\_\_\_ Credit this amount to the unit's operating expense (OE/AFC) account to cover the operating costs of the recycling program using Standard Dafis Document Number assigned by unit.

Document type is 33 FY \_\_\_\_\_.  
2/ / / / / / / / / /

b. \_\_\_\_ \$ \_\_\_\_\_ Credit this amount to the unit's operating expense (OE/AFC) account to fund pollution prevention, energy conservation or health and safety projects using Standard Dafis Document Number assigned by unit. (This amount must be less than 50% of balance remaining after (a.) above.

Document type is 33 FY \_\_\_\_\_.  
2/ / / / / / / / / /

c. \_\_\_\_ \$ \_\_\_\_\_ Refund this amount to the unit Morale Fund. Attached is a public voucher for refund.

d. \_\_\_\_ \$ \_\_\_\_\_ Deposit this amount in Miscellaneous Receipt Account. (Balance in excess of \$200,000 at end of Fiscal Year)

NOTE: If in the unusual event that the entire proceeds benefit your Morale Fund, please deposit check locally into your Morale Account. Do not send check to Finance Center or Philadelphia Lockbox for disposition, but be sure to maintain a record of the deposit for reporting purposes.

3. Unit point of contact on disposition of proceeds is \_\_\_\_\_ at (\_\_\_\_) \_\_\_\_ - \_\_\_\_.

By Direction \_\_\_\_\_

Encl: (1)Checks listed below  
(2)Public Voucher for Refund

| CHECK # | VENDOR NAME | CHECK AMOUNT |
|---------|-------------|--------------|
|         |             |              |
|         |             |              |
|         |             |              |

Voucher No. \_\_\_\_\_  
Schedule No. \_\_\_\_\_

**PUBLIC VOUCHER  
FOR "QRP" RECYCLING REFUNDS**

U.S.C.G. \* \_\_\_\_\_

Location: \* \_\_\_\_\_

Paid by

Appropriation or Fund \* \_\_\_\_\_

**NAME/ADDRESS TO FORWARD REFUND**

To:

Address:

Deposit received from the above-named depositor on \* \_\_\_\_\_, 19\_\_ for  
\* \_\_\_\_\_ has been applied as herein stated and the  
balance indicated is returned herewith:

Amount of deposit..... \$ \_\_\_\_\_  
Credited to QRP unit OE/AFC Account..... \$ \_\_\_\_\_  
Balance authorized to be refunded to MWR.... \$ \_\_\_\_\_

**\* TO BE COMPLETED BY FINCEN**

(Sign original \_\_\_\_\_  
only) (Authorizing Signature)

Title \_\_\_\_\_

Refund {Check No. \_\_\_\_\_

by {

{Cash, \$ \_\_\_\_\_

{

{Other method, \$ \_\_\_\_\_

(Describe)

**QRP AND NON-QRP ANNUAL REPORT FORM**

RECYCLING MANAGER OR COORDINATOR

DIRECTION: Please complete the following form and return to COMDT (G-ECV-1) via District NLT 30 JUN.

QRP \_\_\_\_\_ Non-QRP \_\_\_\_\_ (Check One)

UNIT NAME \_\_\_\_\_ **OPFAC** \_\_\_\_\_

QRP POC \_\_\_\_\_ **TELE#** \_\_\_\_\_

CIRCLE ONE: Your unit is located in: CG Owned and Operated facilities CG leased facility, GSA owned and operated, GSA leased space.

| TYPE MATERIAL/ITEM                             | <b>TOTAL<br/>LBS .</b> | <b>SALE<br/>VALUE</b> |
|--|------------------------|-----------------------|
| 1. _____                                       | _____ 1bs              | \$ _____              |
| 2. _____                                       | _____ 1bs              | \$ _____              |
| 3. _____                                       | _____ 1bs              | \$ _____              |
| 4. _____                                       | _____ 1bs              | \$ _____              |
| 5. _____                                       | _____ 1bs              | \$ _____              |
| 6. _____                                       | _____ 1bs              | \$ _____              |
| 7. _____                                       | _____ 1bs              | \$ _____              |
| 8. _____                                       | _____ 1bs              | \$ _____              |
| 9. _____                                       | _____ 1bs              | \$ _____              |
| 10. _____                                      | _____ 1ba              | \$ _____              |
| TOTAL MATERIALS RECYCLED                       | _____ <b>LBS .</b>     |                       |
| TOTAL ANNUAL INCOME                            |                        | \$ _____              |
| ANNUAL RECYCLING OPERATIONAL EXPENSES (OE/AFC) |                        | \$ _____              |
| ANNUAL UNIT MWR* INCOME                        |                        | \$ _____              |

\* Includes proceeds from both FINCEN (Voucher) and direct Morale Fund deposit.

\_\_\_\_\_  
TOTAL ANNUAL COST SAVINGS/AVOIDANCE (see Para. 4.f.) \$ \_\_\_\_\_